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**Subject: WIC Overseas Program**

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Effective Date: August 1, 2006

Revised from: October 1, 2004

**Policy:** Clients transferring to and from WIC Overseas Programs may need special attention to assist with their transfer. (Refer to CRT 10.02.00 WIC Out-of-State Transfer Card – Issuance and CRT 10.03.00 WIC Out-of-State Transfer Card - Acceptance.)

**Reference: CFR §246.7(k)**

**Procedure:**

1. The Department of Defense operates the WIC Overseas Program for active duty personnel and other support staff stationed overseas and their dependents. Clinic staff shall issue a Transfer Card (Verification of Certification) to all WIC clients affiliated with the military transferring overseas. This includes military clients, civilian clients who work for the military and employees of companies who contract with the military. (Refer to CRT 10.02.00 WIC Out-of-State Transfer Card – Issuance.)
2. The WIC Overseas Program is being implemented in phases and it is difficult for local WIC staff to know exactly where WIC overseas offices have opened.
  - a. When providing a Transfer card in this situation, inform the client that WIC “may be available.”
  - b. Instruct these clients that:
    - ◆ There is not guarantee that the WIC Overseas Program will be operational at the client’s new duty station;
    - ◆ By law, only certain individuals are eligible for the WIC Overseas Program; and,
    - ◆ Issuance of a Transfer Card does not guarantee continued eligibility and participation in the WIC Overseas Program. WIC Overseas staff will determine eligibility.
3. Information about the WIC Overseas Program can be accessed at <http://www.tricare.osd.mil>
4. Clinics are to accept a valid WIC Overseas Program Transfer card (Verification of Certification) presented at a Kansas WIC clinic by WIC Overseas Program clients returning to the United States from an overseas assignment. If the client is within a valid certification period, complete the KWIC Transfer From Out of State wizard as detailed in CRT 10.03.00 WIC Out-of-State Transfer Card – Acceptance.
5. If a Transfer card is missing certain elements, the transfer may still be completed it contains at least the following elements:
  - a. Client name

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- b. Certification date
  - c. Date certification expires.
6. The client must present proof of identity and residency in accordance with existing Kansas policies for transferring clients. (See CRT 10.03.00 WIC Out-of-State Transfer Card – Acceptance.)
7. Individuals transferring back to the United States from overseas may have unused WIC Overseas Program checks. Clinics are to void these and mail them to:
- Choctaw Management/Services Enterprise
  - 2161 NW Military Drive, Suite 308
  - San Antonio, TX 78213